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other courses

The Institute for Advanced Technology covers many subjects in the fields of data processing, management, mathematics and statistics. Many of these seminars are offered on a private, in-house basis. Fees will be quoted on request. Other seminars currently scheduled are:

- **COBOL Programming**
  October 2-4, New York
- **Microfilm Information Systems**
  October 14-16, New York
- **Data Communications Systems**
  October 16-18, Washington, D.C.
- **Urban Planning — Process and Problems**
  October 17-18, New York
- **Time-Sharing Systems**
  October 21-23, Washington, D.C.
- **Project Planning and Control Systems for Data Processing**
  October 23-25, Washington, D.C.
- **Documentation and Debugging**
  October 28-30, Washington, D.C.
- **Introduction to EDP for Managers**
  October 30-November 1, New York
- **Management Information Systems**
  November 6-8, New York
- **Basic Systems and Procedures Including Data Processing Concepts**
  November 6-8, Washington, D.C.

For an outline of these courses, or to be placed on the mailing list for seminar announcements, write:

REGISTRAR
Institute for Advanced Technology
C-E-I-R INC
5272 River Road
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Phone: Area Code 301 / 652-2268

edp personnel management

FOR THE LINE MANAGER

SEMINARS PRESENTED BY
The Institute for Advanced Technology
C-E-I-R INC.
A SUBSIDIARY OF
CONTROL DATA CORPORATION

2-DAY SEMINARS	OCTOBER 10-11 WASHINGTON, D.C.	NOVEMBER 21-22 NEW YORK	DECEMBER 2-3 LOS ANGELES

EDP SALARY ADMINISTRATION

- Objectives of Salary Administration
- Job Analysis, Job Description, Job Evaluation, Job Pricing (conducting salary surveys, establishing salary ranges)
- Wage and Hour Laws
- Overtime and Shift Differential

RECRUITMENT AND INDUCTION

- Sources of EDP Manpower
- Employment Procedure and Personnel Testing
- Interviews
- Selection and Indoctrination
- Civil Rights Regulations

TRAINING

- Establishing Training Needs and Goals
- Choosing Practical Training Methods
- Evaluating Training Results

PERFORMANCE EVALUATION

- What is Performance Evaluation?
- Why Have a Performance Evaluation Program?
- Planning and Preparing for the Evaluation
- Conducting the Feed-Back Interview

EMPLOYEE RELATIONS

- Elements of a Good Program
- Communications
- Handling Complaints and Grievances

The most important job in any organization is that of the Personnel Manager . . . all line managers are the **real** Personnel Managers as long as they continue to be responsible for the effective utilization of manpower. Success or failure of an organization can depend on the spirit of the workers, therefore, all managers must be concerned with the abilities, aptitudes, attitudes, motivation and goodwill of their employees.
Whether you belong to a giant corporation or a small business, your most important business assets are your employees.

This two day work-seminar is for experienced managers and those preparing themselves for management. Emphasis will be placed on the recruiting and selection of programmers, systems analysts, computer operators, etc.; EDP Salary administration; training; performance evaluation; and employee relations.

Seminar leader

ROBERT H. MEYER is Vice President and Director of Personnel, C-E-I-R, Inc. He associated with C-E-I-R in 1962 and has some 18 years of experience in personnel management and administration with several nationally known corporations. He is well versed in all of the many aspects of personnel management to include recruitment, salary administration, development and training of personnel, labor relations, public relations, personnel testing, and other related areas. He has lectured at the U. S. Department of Agriculture Graduate School on Human Factors and Applied Psychology and the University of Wisconsin on EDP in the Personnel Function. He is a member of the American Society for Personnel Administration, American Society for Training and Development, and the American Management Association. Mr. Meyer holds an MA degree in Education and Psychology.

TUITION AND REGISTRATION: Tuition for each seminar, including course materials and luncheons, is $175 for the first student and $160 for each additional student from the same organization. Checks for tuition should be made payable to CEIR INC., Institute for Advanced Technology. Classes will begin at 9:00 a.m. and end at 5:00 p.m.

HOTEL ACCOMMODATIONS: Seminars are conducted at the hotels listed below. The hotels will hold a block of rooms for seminar participants until two weeks before the seminar. Costs of hotel rooms are not included in the tuition, however, reservations will be made by IAT upon registration for the seminar, if requested. Please indicate accommodations requirements on the enclosed reply card.

October 10-11
Sheraton-Silver Spring
8727 Colesville Road
Silver Spring, Maryland 20910
Room Rates: Single $13.00 Twin $18.00

November 21-22
The Park-Sheraton Hotel
Seventh Avenue and 56th Street
New York, New York 10019
Room Rates: Single $14.50 Twin $19.50

December 2-3
Sheraton-West
2961 Wilshire Boulevard
Los Angeles, California 90005
Room Rates: Single $13.00 Twin $18.00

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